

Quito, April 30, 2008

TO: PROSPECTIVE OFFERORS

The Embassy has a requirement for a firm to renovate an existing residence building. This construction effort is estimated at between \$0.00 and \$25,000 and needs to be completed by August 23, 2008, in Quito, Ecuador. This work consists of: 1) renovation to make the bathroom of the residence compliant with the American's with Disabilities Act requirements found in ANSI A117.1-1998, and 2) renovation to make the residence's main entrance also compliant with Disabilities Act requirement found in ANSI A117.

All firms that respond to the solicitation must be technically qualified and financially responsible to perform the work. At a minimum, each offeror must meet the following requirements when submitting their proposal:

- Be able to understand written and spoken English;
- Have an established business with a permanent address and telephone listing;
- Have the necessary personnel, equipment and financial resources available to perform the work;
- Have all licenses and permits required by local law;
- Meet all local insurance requirements;
- Have the ability to obtain a performance and guarantee bond and a payment bond, or to post adequate performance security, such as irrevocable letters of credit or guarantees issued by a reputable financial institution;
- Have no adverse criminal record;
- Have no political or business affiliation which could be considered contrary to the interests of the United States;
- Have good experience and past performance records; and,
- Identify specialized experience and technical competence required to construction the work in accordance with this solicitation.

If a firm is interested in competing for this requirement, please provide a written request via email to Cecilia Carvajal (CarvajalCM@state.gov) for a copy of the solicitation documents. There will be a Pre-Proposal Conference to view the site on May 21 at 2:00pm. Please

contact Cecilia Carvajal AND Esteban Enriquez (EnriquezEM2@state.gov) to register. The deadline to submit the complete bid package to the Contracting Officer Patricia Hoffman, U.S. Embassy, 12 de Octubre y Patria, is no later than 17:00hrs. on May 30, 2008